Tips for Completing Your MEIS Authorized User Removal Request Form

- The MEIS Authorized User Removal Request Form may be typed online using Adobe Acrobat Reader (see below) and then printed. If a form is incomplete or illegible, processing time may be delayed.

- If you do not already have the free Adobe Acrobat Reader, you may click the "Get Acrobat Reader" logo (on the right) and follow the online instructions to install the program on your computer.

- This form requires the signature of the **Nonpublic School Administrator**. A form signed in Step 5 by someone other than the nonpublic school administrator (such as an assistant administrator or business office staff person) will have to be resubmitted with the appropriate signature.

- An authorized user with a name change should do the following:

  o Complete an MEIS Authorized User Removal Request Form for the MEIS account under the previous name. Have the form reviewed and signed by the administrator, as required in Step 5, and then fax the form to CEPI at (517) 335-0488.

  o Obtain a new MEIS account by accessing the Internet and going to: www.michigan.gov/meis. Click on the large MEIS logo to get to the "MEIS User Management System" Web page. Click on the link "Create an MEIS Account" and follow the online instructions. To change the password that is automatically assigned by MEIS, go back to the "MEIS User Management System" Web page. Log in using the MEIS login name and password that was previously assigned. Follow the online instructions to change your password. MEIS passwords are case sensitive.

  o Complete and fax a new security agreement (with the newly obtained MEIS account information) for each application you wish to access. CEPI security agreements can be found on the Internet. Go to: www.michigan.gov/cepi. On the left navigation bar, click "MEIS Data Services." Security agreements are located under the links for the individual application(s) listed on the left navigation bar. MDE security agreements also can be found on the Internet. Go to: www.michigan.gov.meis. For assistance with MDE security agreements, contact the MDE MEIS help desk by calling (517) 335-0505, or by sending an e-mail message to: help-desk@michigan.gov.

Please fax the completed and signed MEIS Authorized User Removal Request Form to:

CEPI Customer Support
Fax #: (517) 335-0488

E-mail questions to: cepi@michigan.gov

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Center for Educational Performance and Information (CEPI) and
Michigan Department of Education (MDE)
MEIS Authorized User Removal Request Form
Nonpublic School Personnel Report

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Step 1. ISD Code: _____   District Code: _____

School/facility (building) Code: _____   School/facility (building) Name: _____

School Address: _____

Step 2. **For the requester:** In order for your removal request to be processed, please enter your contact information below. You will receive an e-mail notification from CEPI when the removal you have requested has been completed.

_____   _____
Name (type or print)   Title

_____   _____
E-mail Address   (Area Code) Phone Number, Extension

Step 3. Enter the account information of the individual for whom permission is to be removed.

_____   _____   _____
Name of Individual to be Removed   Login Name   MEIS Account Number

NOTE: If someone is replacing a formerly authorized individual, please download and complete the applicable application security agreement form. Security agreement forms can be downloaded from CEPI's Web site at http://michigan.gov/cepi. On the right navigation bar, click on "Nonpublic School Personnel Report," then click on "Nonpublic School Personnel Report Security Agreement" to obtain a security agreement form.

Step 4. Please check only one box for permission to be deleted:

❑ This individual no longer works for our school. Please remove access under this MEIS account to any applications for our school. This will prevent the individual from accessing the Nonpublic School Personnel Report under this MEIS account. (Skip to Step 5)

❑ This is a duplicate account for this individual. Please delete this duplicate MEIS account, which will prevent the individual from using **this MEIS account number** to access the Nonpublic School Personnel Report for the school. (Skip to Step 5)

❑ User's name is entered incorrectly on the account or a name change has occurred. (The user must establish a new MEIS account and complete new security agreements.)

Step 5. **For the nonpublic school administrator:** *Please sign below.* I request that the above-named individual have his/her MEIS account closed and/or permission removed from the Nonpublic School Personnel Report as indicated.

_____   _____
Name of School   **Date**

_____   _____
Signature of Nonpublic School Administrator   **Name and Title**

Step 6. **Fax this form to CEPI:**   **(517) 335-0488**
Send questions via e-mail to: **cepi@michigan.gov**